

EEOP Short Form



Mon Nov 01 12:00:54 EDT 2010

Step 1: Introductory Information

Grant Title:	COPS CHRP	Grant Number:	2009RKWX0403
Grantee Name:	City of Fitchburg, Police Department	Award Amount:	\$801,620.00
Grantee Type:	Local Government Agency		
Address:	20 Elm Street Fitchburg, Massachusetts 01420		
Contact Person:	Robert A. DeMoura, Chief of Police	Telephone #:	978-345-9656
Contact Address:	20 Elm Street Fitchburg, Massachusetts 01420		
DOJ Grant Manager:	Nakisha Arthur	DOJ Telephone #:	202-305-8149

Policy Statement:

The City of Fitchburg, recognizing the right of an individual to work and to advance on the basis of merit, ability and potential without regard to race, sex, handicap, religion, national origin, national ancestry, or age, resolves to take Affirmative Action measures to ensure equal opportunity in the areas of hiring, promotion, demotion or transfer, recruitment, layoff or termination, rate of compensation, in-service or apprenticeship training programs, and all terms and condition of employment. Non-discrimination and equal opportunity are the policies of the City of Fitchburg in all of its programs and activities. To that end, all City of Fitchburg employees shall rigorously take affirmative steps to ensure equal opportunity in the internal affairs of all agencies, as well as in their interactions with all agencies, as well as in their relations with the public, including those persons and organizations doing business with any agency of the City of Fitchburg. Each agency, in discharging its statutory responsibilities, shall consider the likely effects which its decisions, programs and activities shall have in meeting the goal of equality of opportunity.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Office for the City of Fitchburg, as well as City of Fitchburg Police Department, made the following observations:

Given the small numbers in the job categories Officials/Administrators (3), Professional, Technician, Skilled Craft (1), and Service Maintenance (1), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy that our only deficiency is in the race/sex representation of 'white women' in any job category.

The noteworthy job category with this underutilization is patrol officers. For the most part, this is a, typically, non-traditional career for women. Our plan will continue to focus on working to increase representation of this underutilized group by exploring additional ways of communicating employment opportunities to women in the work force.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for white women when our organization fills vacancies that become available in the Officials, Technicians, Protective Services sworn, Administrative, and Service Maintenance categories.

- a. The Equal Employment Opportunity Officer will continue to make every effort to recruit a diverse workforce by developing community-based recruitment with a focus on our females and minorities via recruiting announcements; and networking with professional women's and minority organizations to promote awareness of employment opportunities within the City.
- b. Continue to advertise job opportunities using local minority newspapers.
- c. Continue to prominently display employment opportunities within the City and distribute lists externally, with job titles, requirements, minimum qualifications, salary, and closing dates.
- d. Human Resources will periodically offer training on different topics such as sexual harassment and cultural diversity.
- e. The Equal Employment Opportunity Officer will continue to ensure that our employment and promotion practices are non-discriminatory.

Step 7a: Internal Dissemination

1. Send an e-mail memorandum to all employees, to let them know that a copy of the EEOP Short Form is available upon request.
2. Statement of the new Affirmative Action / EEO plan shall be included in employee orientation programs.
3. Non-discriminatory clauses shall be included in all union agreements and contracts. Union contract provisions shall be reviewed to ensure that they are non-discriminatory.
4. Copies of the EEOP Short Form plan will be provided to all Department heads.

Step 7b: External Dissemination

1. Continue to include the statement 'The City of Fitchburg, (dba Fitchburg Police Department) is an Equal Opportunity / Affirmative Action Employer, and reasonable accommodations will be made for those with disabilities' on all job applications and postings.
2. Post of a copy of the Affirmative Action / EEO plan on the City's web page.
3. Copies of the EEOP Short Form plan will be made available to the public upon request.

Utilization Analysis Chart
Relevant Labor Market: Worcester County, Massachusetts

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	32,030/58 %	510/1%	465/1%	60/0%	705/1%	0/0%	120/0%	20,155/36 %	640/1%	330/1%	55/0%	380/1%	4/0%	40/0%
Utilization #/%														
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	33,350/41 %	895/1%	810/1%	20/0%	1,940/2%	0/0%	275/0%	40,425/50 %	1,375/2%	875/1%	50/0%	1,170/1%	15/0%	180/0%
Utilization #/%														
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,910/38%	120/1%	130/1%	4/0%	110/1%	0/0%	40/0%	5,650/55%	160/2%	90/1%	0/0%	80/1%	0/0%	4/0%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	15/83%	1/6%	1/6%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,975/83%	250/3%	160/2%	40/1%	25/0%	0/0%	10/0%	610/9%	70/1%	35/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	0%	2%	3%	-1%	-0%	0%	-0%	-3%	-1%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	45/73%	3/5%	4/6%	0/0%	1/2%	1/2%	0/0%	8/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	17,015/51 %	1,710/5%	590/2%	45/0%	305/1%	0/0%	255/1%	11,055/33 %	1,260/4%	485/1%	45/0%	210/1%	10/0%	155/0%
Utilization #/%	21%	-0%	5%	-0%	1%	2%	-1%	-20%	-4%	-1%	-0%	-1%	-0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	220/35%	25/4%	0/0%	0/0%	0/0%	0/0%	0/0%	360/57%	14/2%	10/2%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%														
Administrative Support														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	26,900/29%	1,575/2%	830/1%	25/0%	455/0%	15/0%	205/0%	55,910/61%	2,910/3%	1,055/1%	130/0%	760/1%	50/0%	440/0%
Utilization #/%	-29%	-2%	-1%	-0%	-0%	-0%	-0%	39%	-3%	-1%	-0%	-1%	-0%	-0%
Skilled Craft														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	31,865/87%	1,145/3%	330/1%	80/0%	425/1%	0/0%	290/1%	2,200/6%	230/1%	10/0%	10/0%	185/1%	0/0%	35/0%
Utilization #/%	13%	-3%	-1%	-0%	-1%	0%	-1%	-6%	-1%	-0%	-0%	-1%	0%	-0%
Service/Maintenance														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	45,990/48%	4,775/5%	1,975/2%	130/0%	1,210/1%	10/0%	710/1%	34,695/36%	3,745/4%	1,585/2%	125/0%	1,280/1%	0/0%	485/1%
Utilization #/%	52%	-5%	-2%	-0%	-1%	-0%	-1%	-36%	-4%	-2%	-0%	-1%	0%	-1%

Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Patrol Officers								✓						

Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Deputy Chief														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant														
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	8/80%	1/10%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	45/73%	3/5%	4/6%	0/2%	1/2%	1/2%	0/0%	8/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]